



## Glowforge Proficiency Test Instructions

1. Start the Glowforge and open the glowforge software.
2. Choose “upload” on the Glowforge menu.
3. Find the SVG test file on the Desktop and choose it.
4. Place a piece of  $\frac{1}{8}$ ” Baltic Birch from the scrap bin into the Glowforge (ask for help if you are unsure.)
5. Align your test graphic onto the birch, leaving approximately  $\frac{1}{8}$ ” of room or more around the edges.
6. Using the vertical action list on the left, drag the **rectangle cut line** to the bottom of the stack. This teaches you that you can specify the order of laser actions.
7. Choose “unknown” on the upper left and then “use uncertified material”
8. Enter the thickness of the Baltic Birch (use the calipers, usually on top of the file cabinet.)
9. Click on each element of the design in the vertical action list:
  - a. In this test, for each element that you adjust you must first choose the type of laser action (engrave, cut, score, ignore) and then choose “manual” to reach the settings page.
  - b. If an element has a “%” in it, change the function to engrave with power set to match the % and speed set to 1000. This will show how power settings can affect a change in the output sample.
  - c. If an element has a name, change it to that matching function. Refer to the paper (usually hanging nearby, entitled “Glowforge Material Common Settings”) of common settings for the proper Baltic Birch settings for all functions.
  - d. Change the 40% engrave element to a Lines Per Inch setting of 125, and the 60% to 225.

- e. Change all of the remaining engrave elements so that they have a **Lines Per Inch** setting of 195.
  - f. Change the **rest of the elements** to cut functions and set the speed and power appropriately.
10. Press the print button in the upper right corner, follow the prompts, write your entry into a Glowforge log (if it was provided) with “proficiency test” as your name, and complete the print process.
  11. Show the completed sample chip to the steward.
  12. If needed, begin again.
  13. If you pass, congratulations!
  14. When finished, click “home” on the Glowforge app and find your test project. Use the drop down arrow on image of your project and choose “delete” so that the next student can begin from scratch.
  15. Properly shut down the Glowforge (use the key fob) and clean up your work area. Return the key fob to the steward on shift.